



Maine Criminal Justice Academy

Board of Trustees
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PART-TIME LAW ENFORCEMENT OFFICER ANNUAL HOUR LOG

A part-time law enforcement officer is defined by State law as a person employed as a law enforcement officer who has a reasonable expectation of working ***less than 1,040 in any one calendar or fiscal year.*** Beginning January 1, 2004, the Board of Trustees requires all part-time law enforcement officers to document the hours they work as law enforcement officers and submit that report to the Board of Trustees by January 1, 2005. This form allows for documentation of hours for up to three agencies. If you work for more than three agencies as a part time law enforcement officer, duplicate this sheet and staple the reports together when submitting the report.

Name of part time law enforcement officer:

Certification number:

Calendar year: 2004

Agency Name:	Agency Address	Agency Telephone Number	Name of Chief Law Enforcement Officer
1.			
2.			
3.			

Month	Total Hours for Month Agency #1	Total Hours for Month Agency #2	Total Hours for Month Agency #3	Total Hours for Month for All Agencies	Total Hours for Year to Date
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

